



PUBLIC INFORMATION MASTERFILE REQUEST FORM

Please mail request form and payment (**CHECK or MONEY ORDER**) to:

Department of Consumer Affairs,
Public Information Unit, C/O Cashiering Unit
P.O. Box 989004, West Sacramento, CA 95798

For Quick Shipment Deliveries (e.g., overnight, priority)

Department of Consumer Affairs
Public Information Unit, C/O Cashiering Unit
1625 North Market Boulevard, Suite S-300, Sacramento, CA 95834

Phone: (916) 574-8150 Fax: (916) 574-8603 [Email: public_sales@dca.ca.gov](mailto:public_sales@dca.ca.gov)

DCA USE ONLY	
Req # _____	
Job # _____	
Date Received _____	
Letter of Intent Received _____	
Date _____	
Initials _____	

Requestor Information: (Please always include email and/or fax contact information for Quick Shipment requests)		
Name: _____	Email Address: _____	
Phone Number: _____	Fax Number: _____	
<input type="checkbox"/> Email or Fax Confirmation: (Please check if requesting an email or fax confirming receipt of your request and payment.)		
Shipping Information: (Please provide a mailing address for shipment.)		
Name: _____	Company: _____	
Address: _____		
City: _____	State: _____	Zip: _____
Phone Number: _____	Check/MO Number: _____	Amount: \$ _____
Quick Shipment: (Paid for by Requestor. Enter vendor name, account # to be billed, and shipping priority method. Include vendor shipping label with request form; otherwise, order will be shipped via standard United States Mail. Not available to PO Boxes. Please provide the Public Information Unit with the tracking number and expected delivery date for incoming packages.)		
Vendor: _____	Account #: _____	Priority Method: _____

The "Masterfile" contains information on current renewable licenses listed under the majority of the Department of Consumer Affairs (DCA) Boards/Bureaus/Committees/Programs (hereafter referred to as "Agencies") throughout California, for resident and non-resident licensees. It is sorted by Agency code, then license type, then license number and includes the licensee's full business or individual name, full address, city code, county code, license type, original issue date, expiration date, process date, and Agency code. Some [class codes](#) (a further distinction within a license type identifying what trade or profession is licensed) are also included for certain Agencies. The Masterfile contains over 2 million records for over 150 professional license types and is produced on the first business day of every month. **Requests received after this day will be processed the first business day of the following month.** For information on monthly subscriptions, please contact the Public Information Unit.

The "Masterfile" is available on two Compact Discs (CD) only, in ASCII text format, and can be imported into database or spreadsheet formats. The cost for the two CD set is **\$235.00**. The turn around time is four to six weeks from the day the Public Information Unit receives the request, with full payment. **Please refer to the ["Information and Rates"](#) memo for more information.**

The Masterfile includes the following Agencies:

Boards: Accountancy Acupuncture Architects Barbering and Cosmetology Behavioral Sciences Chiropractic Court Reporters Dental Engineers and Land Surveyors Geologists and Geophysicists Medical Occupational Therapy Optometry Osteopathic	Pharmacy Physical Therapy Podiatry Psychiatric Technicians Psychology Registered Nursing Respiratory Care Speech-Language Pathology and Audiology Structural Pest Control Veterinary Vocational Nursing Bureaus: Cemetery Electronic and Appliance Repair	Funeral Hearing Aid Dispensers Home Furnishings and Thermal Insulation Security and Investigative Services Committees: Dental Auxiliaries Landscape Architects Physician Assistant Veterinary Technician Programs: Midwives Registered Dispensing Opticians
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☐ **This box must be checked for license numbers to be included in the data.**

Special Instructions: _____

DCA USE ONLY	COST _____	COUNT _____	DATE SENT _____
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